State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers   **DATE:** November 18, 2002
              State Departments and Agencies

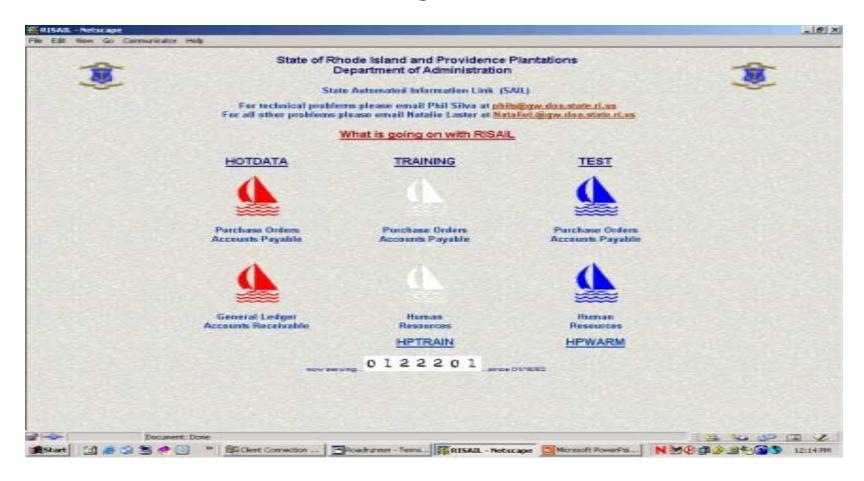**FROM:**   Lawrence C. Franklin, Jr., State Controller

SUBJECT: **NEW RI SAIL LOG IN PROCEDURE**

Effective Monday, December 2, 2002, RI SAIL users will have to perform two (2) logins. This procedure is being implemented to improve system security.

Attached is a seven-page PowerPoint presentation explaining how to initiate the new login procedure. You will have to follow the steps outlined in this presentation during the **first time only** you log in on or after December 2nd. Thereafter, you will have to perform a Windows 2000 log in and a BuySpeed log in using your BuySpeed user name and password each time you use BuySpeed.

Please contact Natalie Laster via telephone at 222-5062 or via e-mail at NatalieL@gw.doa.state.ri.us with any questions concerning this subject matter. You can also contact Natalie for assistance with implementing the above log in procedure.
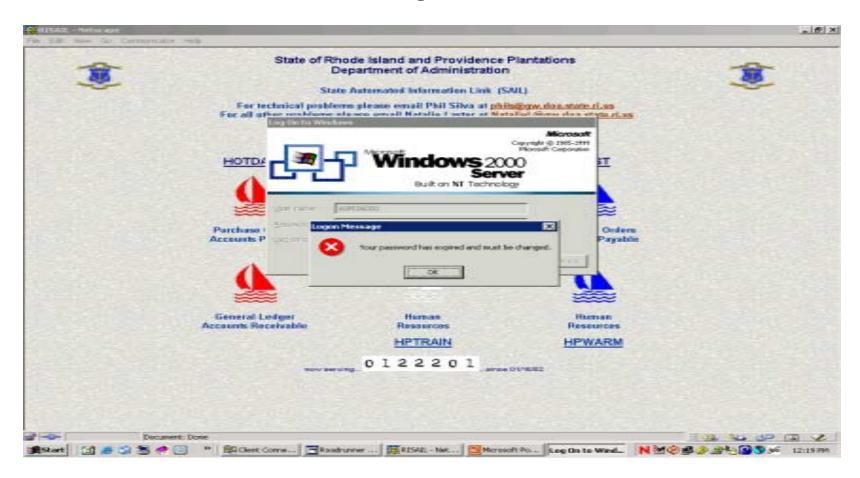

/hh
CFO:03-32

RISAIL – Login Procedure

Click on the Upper Red Sailboat for Access to RISAIL HotData

RISAIL – Login Procedure

A Login Prompt will appear.

RISAIL – Login Procedure

Enter your RISAIL Login at the Username Box
Enter RISAIL at the Password Box (ALL UPPER CASE)
Click on "OK"

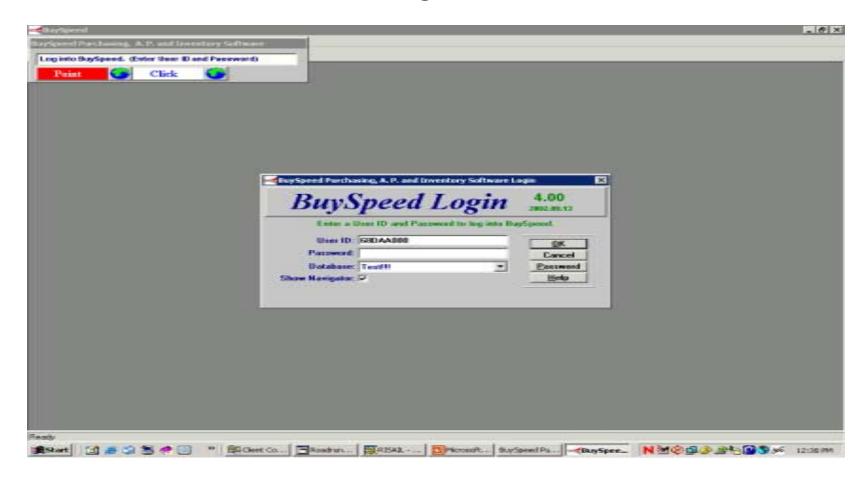# RISAIL – Login Procedure

This message will appear on first login.
Click on "OK"

RISAIL – Login Procedure

Under New Password – Enter current RISAIL password
Under Confirm Password – Enter current RISAIL password
Click on "OK"

RISAIL – Login Procedure

This message will appear on first login.
Click on "OK"

RISAIL – Login Procedure

At this point everything will work the same as normal.